



Colorado Springs Police Department

General Order

710 Employee Injury Reporting

Section 700 – Employee Well-Being

Effective Date: 9/30/2024

Supersedes Date: 5/4/2023

.01 Purpose

The purpose of this directive is to specify procedures for reporting injuries incurred either on or off duty and to specify guidelines for allowable work practices when employees are on light or limited duty.

.02 Cross-Reference

[Sworn PPM #19 Workers' Compensation](#)

[Sworn PPM #20 Light Duty assignment \(Non-work Related Injury/Illness\)](#)

[Civilian PPM #28 Workers' Compensation](#)

[Civilian PPM # 29 Injuries \(Non-Work Related\)](#)

.03 Discussion

Reporting an employee's injuries, as quickly as possible, assures that the employee will get any needed assistance without undue delays. In addition, knowledge of the injuries will permit management personnel to minimize the risks of further injuries to the employee or to others.

.04 Policy

All employee injuries, whether incurred on or off duty, must be reported if any of the conditions are listed herein.

All employees must follow consistent work practices when assigned to workers' compensation limited duty (work-related) or light-duty (not work-related).

.05 Definitions

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.10 Reporting of Employee Injuries

Department members are required to report injuries, sustained either on duty or off duty, if any of the following conditions pertain:

- If the injury impairs, impedes, or prevents the performance of any normally assigned duties, including the operation or use of machinery, vehicles, or other equipment routinely required by the member's job assignment
- If a claim for workers' compensation has been made or can reasonably be anticipated
- If the injury is described as work-related, in any formal statement or claim
- If the injury can reasonably be expected to eventuate in any civil liability claim against the department or the city
- If specifically directed to do so by a supervisor

.20 Employee Responsibilities for On-the-Job Injuries

When an on-the-job injury or accident occurs, the member must submit a *Preliminary Accident Report Form* using the department's electronic forms system (eForms). This form must be submitted within 48-hours of the injury taking place. If the injured employee is unable to complete the form, a supervisor must do so.

A form should be filed for any injury, whether or not medical attention is given because it identifies an injury that might later become a workers' compensation injury.

The employee will:

- Present a physician's certificate for work-related injuries that require loss of work time or that place an employee on limited duty status. This certificate indicates the specific workers' compensation injury and the dates the employee will be off work due to the injury.
- Submit another physician's certificate releasing the employee back to work in either a limited duty or full duty capacity prior to returning to work.
- Submit doctor's certificates for time off the job and prior to returning to work, for each incident
- Report all time off the job, including therapy, using workers' compensation time codes in Workforce Management Plus. If an appointment occurs during the employee's regular shift, that time is reported as regular hours worked if full duty; reported as WC limited duty if the employee is on limited duty.
- Adhere to the conditions outlined by medical care providers.

An employee who is unable to perform the essential functions of their position while recovering from an injury, may be granted modified duty for a period of time not to exceed 1,040 hours (civilian) or 2,080 hours (sworn). These assignments may be made to sections outside of the employee's regularly assigned workgroup.

.24 Employee Responsibilities for Off-the-Job Injuries/Disabilities

An employee, who is unable to perform the full range of duties because of an off-the-job injury or temporary disability, must provide a doctor's certificate to indicate the work restrictions. The employee may be placed on light duty status for a period not to exceed 90-days (civilian) or 180-days (sworn). This period of time is counted as calendar days, not actual workdays.

.30 Temporary Duty Assignments

Employees who are released to return to work with temporary job restrictions as supported by a physician's certificate may be offered a temporary duty assignment. These assignments are only available on a temporary basis and will not be considered as a permanent assignment. Whether an injury occurs on or off the job, an injured employee, who can work, may be given other appropriate assignments if they are available. An employee must adhere to any restrictions noted by their physician. Temporary duty assignments are not a matter of right. The number, availability and duration of such assignments may be limited by departmental needs. In specific circumstances, limited telework may be available as part of a temporary duty assignment. These are approved on a case-by-case basis dependent upon position, organizational needs, and restrictions. Teleworking hours will be limited to 50% or less of an employee's scheduled hours. Limited telework for a temporary duty assignment must be reviewed and approved by CSPD HR.

Worker's Compensation Limited Duty (work-related)

Employees placed on limited (modified) duty by workers' compensation may work in an assignment that adheres to the restrictions designated by their treating medical care provider, if such a position is available.

The employee will not:

- Be designated as an acting supervisor of any rank
- Work as the duty lieutenant unless assigned to the Communications Center for their shift.
- Work/be compensated as a PTO
- Be on-call or on standby
- Use a take-home car

- Be in uniform or wear attire that would identify them as a police officer in public
- Work overtime as a general rule but may work overtime within their physical restrictions based on operational needs of the department.
 - The decision-making process on whether overtime is necessary to meet operational needs is discriminant and will include the chain of command and CSPD HR approval. Employees' general daily duties or workload will not likely qualify.

The employee may:

- Carry their duty weapon as long as they provide documentation from their medical care provider allowing it and have passed the most recent qualification at the range or carry an alternate handgun as long as it has been approved by the range master and have recently qualified on that handgun.

Light Duty (not work-related)

Employees placed on light duty as the result of an injury or illness not sustained at work will work in an assignment that adheres to the restrictions designated by their treating medical care provider, if such position is available.

The employee will not:

- Be designated as an acting supervisor of any rank
- Work as the duty lieutenant unless assigned to the Communications Center for their shift.
- Work/be compensated as a PTO
- Be on-call or on standby
- Use a take-home car
- Be in uniform or wear attire that would identify them as a police officer in public

The employee may:

- Work overtime as necessary as long as they provide documentation from their medical care provider allowing it
- Carry their duty weapon as long as they provide documentation from their medical care provider allowing it and have passed the most recent qualification at the range or carry an alternate handgun as long as it has been approved by the range master and have recently qualified on that handgun.

.40 Extension of Medical Leave and/or Limited/Light Duty Status

All requests related to the following need to be reviewed and approved by CSPD HR prior to sending the request through the employee's chain of command:

- Reasonable accommodation under the ADA
- Medical leave, extensions to medical leave, or FMLA
- Teleworking while on medical leave (not to exceed 50% of scheduled hours)
- Extensions of light or limited duty status

CSPD HR will be able to advise the employee and their supervisor regarding any potential issues or qualification of circumstances.

.42 Memorandum Required

After consulting with CSPD HR, the employee will be required to draft a memorandum requesting the accommodation. The request memo should be sent to the chain of command up to the commander/manager and then to the CSPD HR manager for review prior to the request going to the deputy chief and/or chief. This routing will allow the CSPD HR manager the opportunity to present requests with other relevant information for consideration or the ability to approve the request in specific circumstances under their authority.

.50 Limited/Light Duty and Inclement Weather

An employee's designation as essential does not change if on medical restrictions for either a work-related injury or non-work-related injury. If the employee is designated as essential, they are still expected to report for work during inclement weather. The supervisor may, however, allow the employee to flex their schedule that week around the inclement weather if it meets organizational needs.